



MANITOU SPRINGS CITY PLANNING COMMISSION REGULAR MEETING AGENDA

All upcoming CPC meetings are scheduled to be hybrid,
Zoom (remote) or in-person at Memorial Hall.

In Person: Memorial Hall
606 Manitou Avenue

Manitou Springs, CO 80829

Remote: A link is provided on the City's Official Website at
<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

November 12, 2025

5:30 PM

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. CPC Minutes 10.08.2025

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

D. UNFINISHED BUSINESS

E. NEW BUSINESS

1. Effective Meetings board training - Clerk's Office
2. Consideration of Title 18 Code Revisions for ADUs
3. LUDC updates - density, height, variance criteria

F. OTHER BUSINESS

G. NOTICE OF COUNCIL ACTION AND UPDATES

1. Hiawatha Gardens Entitlements approved

H. ADJOURNMENT

Commissioners:

Alan Delwiche, Chair (12/31/2026)
Justin Wilson, Vice Chair (12/31/2025)
Mike Casey (12/31/2027)
Stephen Graybill (12/31/2026)
Gloria Latimer (12/31/2025)
Roy Rosenthal (12/31/2028)
Carey Storm (12/31/2028)
Megan Day, Alternate Commissioner (12/31/2027)
Frank DeLay, Alternate Commissioner (12/31/2029)
Keith Harper, Alternate Commissioner (12/31/2029)

No Vacancies

City Council Liaison: Julie Wolfe

Staff:

Fred Rollenhagen, Planning Director
Chelsea Royston, Senior Planner
Erin Ringsred, Planner and Landscape Architect II
Zachary Davison, Planner II

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**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**

Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
October 8, 2025

A. CALL TO ORDER

A Regular Meeting of the Manitou Springs City Planning Commission (CPC) was held at Manitou Springs Memorial Hall, 606 Manitou Avenue. Chair Delwiche called the meeting to order at 5:34 PM and declared a quorum present.

COMMISSIONERS PRESENT FOR ROLL CALL:

Chair Alan Delwiche
Vice Chair Justin Wilson
Commissioner Stephen Graybill
Commissioner Roy Rosenthal
Commissioner Carey Storm
Alternate Commissioner Frank DeLay
Alternate Commissioner Megan Day

COMMISSIONERS ABSENT FOR ROLL CALL:

Commissioner Gloria Latimer (Arrived at 5:52 PM)
Commissioner Mike Casey

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Senior Planner Chelsea Royston
Project Manager Erin Ringsred

GUESTS PRESENT:

CPC Attorney Kunal Parikh

B. APPROVAL OF MINUTES

1. CPC Minutes 09.10.2025

Commissioner Storm moved to approve the minutes, with two corrections which included Commissioner Rosenthal being listed as absent, and a correction of a statement from Commissioner Storm. Vice Chair Wilson seconded the motion. Commissioner Rosenthal abstained. The motion carried unanimously (4-0).

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

D. UNFINISHED BUSINESS

No unfinished business was discussed.

E. NEW BUSINESS

1. MJR 2501 - Major Development Plan at 10 Old Man's Trail and 487 El Paso Boulevard (Hiawatha Gardens)

Planner Royston gave a presentation regarding the proposed Major Development Plan (MJR) for Hiawatha Gardens. It included an open-air pavilion, public restroom, parking lot, and pedestrian plaza. The municipal review process, entitlements, and regulations by reviewing bodies were explained. The project location was shown, along with a sketch view of the development plan. The approval criteria were presented, which included a rezoning and replat of the current property, meeting dimensional standards, grading, drainage, stormwater mitigation, and protecting natural features.

Note for the Record – Commissioner Latimer arrived during the presentation at 5:52 PM Chair Delwiche clarified that she would be able to participate comment wise but not vote because of her late arrival.

Commissioner Delay commented that he does not see how removing 41 parking spaces as part of the project would be beneficial for the surrounding community. He questioned how removing the spaces would comply with the parking master plan for the city.

Planner Royston replied that the goals and plans of the parking master plan and Hiawatha Gardens were supported by this development, and any losses would be supplemented through parking development in other places throughout the city.

Chair Delwiche supported that the project was in line with city code.

Commissioner Storm explained that people who used to park at Hiawatha Gardens would acclimate to using other lots and the new size of the parking lot.

Planner Royston explained that a strategic pricing mechanism would be used to help diversify parking for users.

Applicants Byron Zick, and Justin DiPietro from Davis Architects, along with Project Manager Ringsred, gave a presentation regarding Hiawatha Gardens. The first phase of the project which regarded the strategy with the restroom and parking lot was described as including sustainable stormwater mitigation, parking, mobility, art and community, and revised restroom programming. Phase 2 was explained to be rebuilding the pavilion and creating the plaza for the pavilion. The strategies proposed were regarding sustainable stormwater, mobility, and art and community.

Commissioner Latimer commented that she appreciated the diversity of ideas implemented into the planning process and added she was looking forward to hearing ideas for oversized parking.

Project Manager Ringsred explained that the intent is for users of oversized vehicles to park at the Dillon Mobility Hub or along Manitou Avenue.

Commissioner Delay asked how many spots there were at the Dillon and expressed concern that the loss of 41 parking spaces may not be adequately addressed.

Chair Delwiche stated that the hope is that the Dillon Mobility Hub would be the jumping off space for attractions, which would allow for less traffic in the center of town.

Planner Royston clarified that there are 91 parking spaces at the Dillon Mobility Hub, and further explained if they were to try and pave more spots at Hiawatha, there would be a large variance for lot coverage required, which would be very hard to pass.

Note for the Record – Commissioner Day was stated to be a voting member in place of Commissioner Latimer.

Commissioner Storm motioned to recommend approval for MJR 2501, based upon the findings that the request meets the review criteria for granting an MJR as set forth in City Code Section 18.06.4.13, with staff's conditions. Chair Delwiche seconded the motion. The motion carried (6-1), with Commissioner Delay opposed.

F. OTHER BUSINESS

1. Title 18 Miscellaneous Code Revisions

Note for the Record – For this item, Commissioner Latimer would be a voting member if a vote is called.

Director Rollenhagen gave a presentation on Title 18 code revisions regarding variances and residential zoning densities. The authority of the commission was defined as having the ability to modify the requirements of the Land Use and Development Code (LUDC), not related to use. The criteria required for a variance were explained, along with best practices about granting variances.

Commissioner Rosenthal remarked that he had previously advocated for change in the LUDC. He stated that applicants aim to make positive changes, yet their perspectives are not considered, which is something that should be addressed. He added that commissioners should be able to consider applicant values and use commission judgements over strictly sticking to the LUDC. He suggested changing approval criteria to allow for the commission to use personal judgement to override strict criteria.

There was a brief discussion about the meaning of peculiar and exceptional difficulties within the LUDC. Director Rollenhagen explained that it involved geography or unusual configuration.

Vice Chair Wilson replied to Commissioner Rosenthal's statements, explaining that variances are already deviations from the code, and that deviations should be restricted and used minimally. He also voiced concerns about being too subjective, given the quasi-judicial nature of the process. He stated that more restrictions in the code would support better transparency and consistency in its application within the community.

Chair Delwiche agreed with Vice Chair Wilson.

Commissioner Rosenthal supported the idea that a middle ground could be found between rigid code application and personal judgement.

Chair Delwiche suggested tightening the definition of hardship within the code.

Commissioner Day stated that variances were already meant to allow for personal judgement of the committee, and that the variance criteria should be shifted to reflect the American Planning Association's guidance on variances. She also noted that the current code was not made for the historic areas in the City, limits projects and leads to frequent variance requests.

Planner Royston explained that the code contains verbiage requiring that no reasonable alternative can achieve the same goal to grant a variance.

Vice Chair Wilson suggested that there is room for rephrasing that criteria, and that it causes confusion.

Director Rollenhagen presented information on residential zoning densities, and their maximums regarding dwelling units per acre. He compared the Manitou Springs' standards to the model land development code provided by the State of Colorado.

Chair Delwiche gave his thoughts that the State of Colorado development code doesn't reflect what would be best for the community. He compared the land use code of the Denver Central Park Neighborhood to what Manitou Springs would require.

Commissioner Rosenthal stated that he would like other communities that have similar zoning issues to be examined for their possible solutions.

Commissioner Day stated that the zoning densities have prevented the construction of new apartments, while other mountain communities like Vail allow for taller apartment buildings. She expressed support for removing density maximums in the Commercial District to align with form-based code.

Chair Delwiche shared that the City had many public engagements and that the consensus was that the community did not want tall buildings, regardless of what is done in other cities.

G. NOTICE OF COUNCIL ACTION AND UPDATES

Director Rollenhagen reported that the City Council held their first reading of the Accessory Dwelling Units (ADU) ordinance, and the second reading would be in a few

weeks. City Council expressed interest in an ordinance that restricts short term rentals for ADUs, and this information will be presented to City Council at second reading. He added that Entitlements for Hiawatha Gardens were approved as written.

H. ADJOURNMENT

With no further business to discuss, Chair Delwiche adjourned the meeting at 7:19 PM.

If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554.

Effective Meetings

MAKING EVERY MEETING MATTER



MANITOU SPRINGS CITY CLERK'S OFFICE
EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom



TODAY

RIGHT NOW, PM

-
- A. CALL TO ORDER**
 - B. ROLL CALL**
 - C. APPROVAL OF AGENDA**
 - D. MEETING STRUCTURE**
 - 1. Roles and Responsibilities
 - 2. Understanding Quorum and Voting Requirements
 - 3. Code Requirements
 - E. MEETING PROCEDURES AND BEST PRACTICES**
 - 1. Motion Commotion
 - 2. Turning Discussion into Action
 - 3. Do's and Don'ts
 - 4. Toolkit for Success
 - F. ETHICS**
 - 1. Ethical Expectations
 - 2. Recusals
 - G. ADJOURN**

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B. Roll Call

Taking roll is essential for the record and establishing quorum. The Clerk's Office recommends that the Chair, Secretary or Staff formally call on members to take roll.

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EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom

TODAY

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C. Approval of Agenda

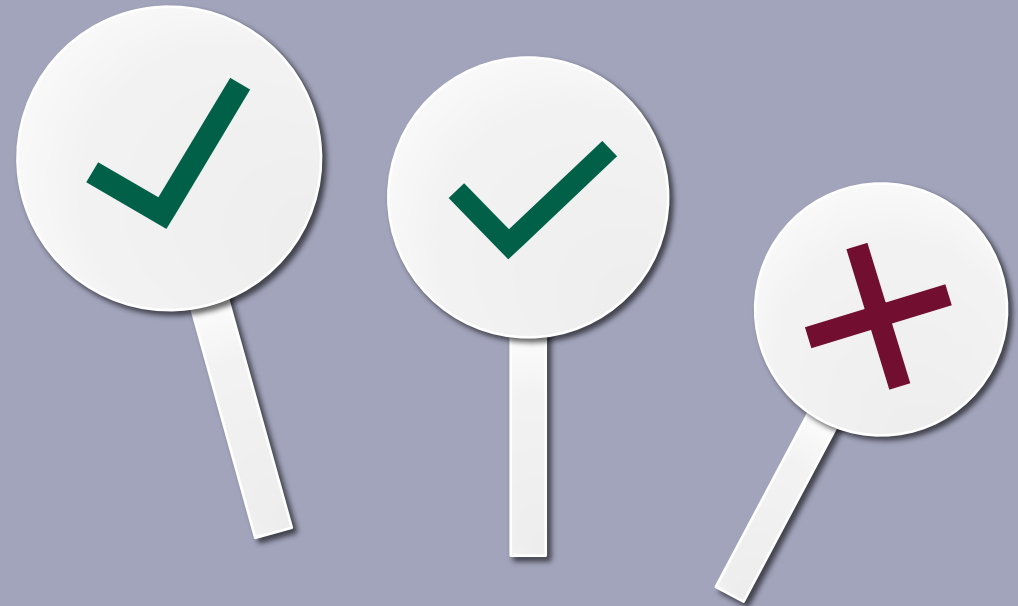
The board may approve the agenda as amended or as presented and in doing so the board is agreeing to follow the agenda from top to bottom or in the approved amended order.



E1. Motion Commotion

HOW TO PLAY

1. Chair calls the item and opens discussion.
2. A member makes a motion.
3. Another seconds.
4. Members discuss, then vote.
5. Clerk announces the outcome.

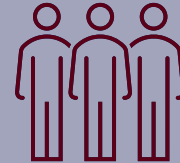




D1. Roles and Responsibilities



The **CHAIR** runs board meetings and oversees assigned tasks as needed.



ALTERNATE MEMBERS are not required to attend meetings but may participate in non quasi judicial discussions. Alternates may only vote when filling in for absent regular members and promoted through the appropriate process.



In the absence of the Chair for any reason, the **VICE CHAIR** will fulfill the duties the Chair is usually responsible for.



STAFF LIAISONS will assist with remote technologies, provide reports as noticed on the agenda, and answer questions regarding rules of order.



The **SECRETARY** who may be a board member or staff is responsible for the board's minutes.



COUNCIL LIAISONS provide procedural direction to the board and relay the City Council's position to the board. Council Liaisons are not required to attend meetings.



REGULAR MEMBERS are expected to attend all meetings, unless excused, participate in discussion, and vote on motions.



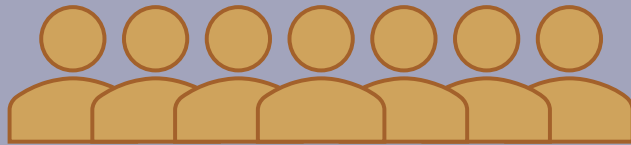
SHOULD THE BOARD ADOPT A MASCOT?

D2.

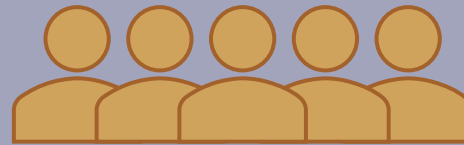
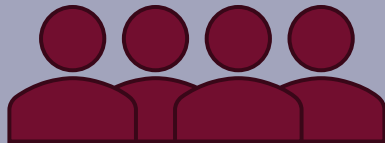
Understanding Quorum and Voting Requirements



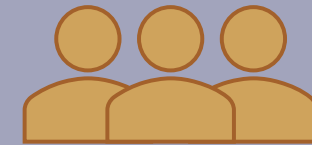
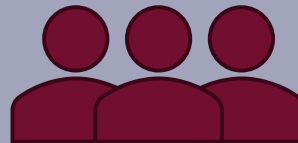
A Quorum is the minimum number of members that must be present at a board meeting to make the proceedings of that meeting valid.



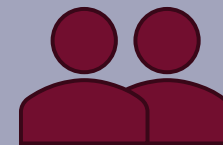
If you have 7 board members, how many do you need for a quorum?



What if you have 5 board members?



How about 3 board members?



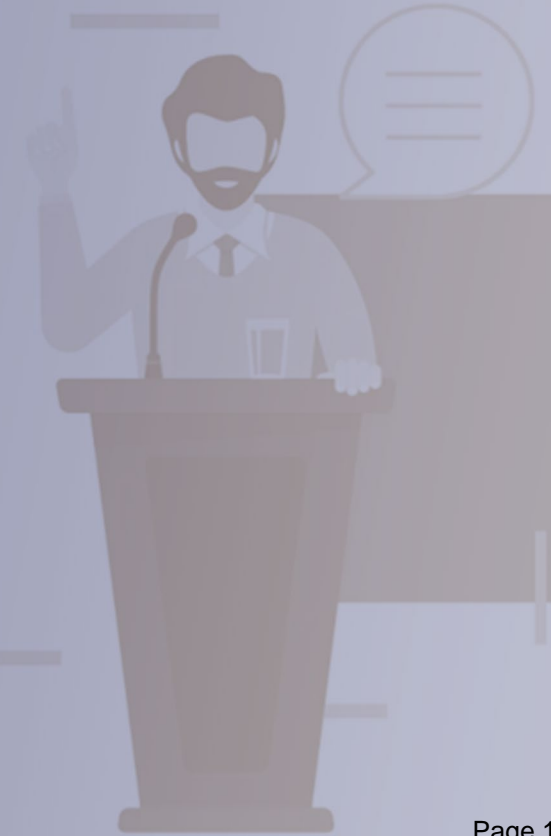
Per Manitou Springs Municipal Code, the motions are defined to require either a majority or two thirds vote of those present. (2.08.140)



D3. Code Requirements

The Manitou Springs Municipal Code can be found on the [City's Website](#).

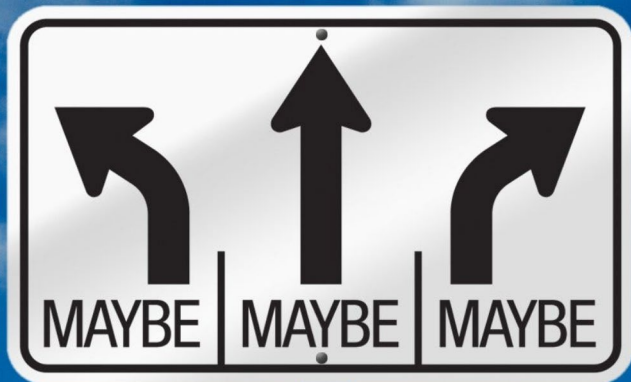
- All Boards and commissions shall consist of seven voting members and up to three Alternate Members (2.09.040).
- During the first board meeting of each calendar year the board shall elect a Chair, Vice Chair and Secretary (2.09.070).
- Per Manitou Springs Municipal Code each board and commission shall provide the opportunity for public comment (2.09.080(A)).
- Each board shall establish and maintain its own written standard operating procedures (2.09.080(B)).





E2. Turning Discussion into Action

The board should make a motion whenever taking formal action, such as adopting a position, making a recommendation to Council, authorizing expenditures, or initiating any activity on behalf of the board beyond information gathering or discussion.





Complete, Actionable & without ambiguity

- Consider **Who** is involved in the action.
- Include all specifics of **What** action is to be taken.
- Clearly define **When** the action should occur.
- Note **Where** the action shall take place.
- If applicable, indicate **Why**.






E3. Do's and Don'ts






CLEAR DISCUSSION

-  **Do:** Be efficient and concise, but always support transparency and public engagement.
-  **Don't:** Assume everyone has prior knowledge or skip important context.

SO MOVED

-  **Do:** Use “So Moved” for routine items like approving the agenda or minutes to keep meetings efficient.
-  **Do:** Ask for a “Point of Clarification” if unclear about a “So Moved” motion.
-  **Don't:** Use “So Moved” for complex or non-routine motions that require clear wording.

APPROVING MINUTES

-  **Do:** Ensure minutes are clear and detailed enough to be understood by anyone.
-  **Do:** Review minutes carefully before approving, even if you weren't present at the meeting.
-  **Do:** Report clerical errors (typos, misspellings, dates) directly to the secretary for correction.
-  **Do:** Save corrections about context, tone, or substantive content for the meeting.
-  **Don't:** Require attendance at the meeting to approve minutes.

E4. Toolkit for Success



CONSENT CALENDAR

a bundle of items that is voted on without discussion, as a package. This allows the board to differentiate between routine matters that do not need discussion and more complex issues on the agenda.

BOARD CORRESPONDENCE

a brief agenda section where members can raise issues or ideas for future meetings. It's meant for quick mentions only, not detailed discussion or decisions during the current meeting.

[CIVIC CLERK BOARD PORTAL](#)



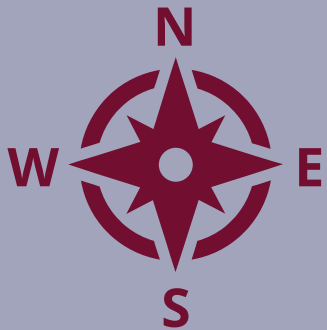


F1. Ethical Expectations

As an advisory board member, you are a steward of public trust. Your actions should reflect integrity, transparency, and accountability at all times.

KEY EXPECTATIONS:

- Act in the public interest. Decisions and recommendations must serve the community, not personal agendas.
- Be respectful and fair. Engage with fellow members, staff, and the public with professionalism and civility.
- Maintain transparency. Keep discussions and decisions in the open. Avoid side conversations, email chains, or private meetings that could violate public trust.
- Avoid using your position for personal gain. Your role is to advise, not to influence for personal or professional benefit.





F2. Recusals

You must recuse yourself from discussions or decisions when a conflict of interest exists.

What's a Conflict of Interest?

- Any situation where your personal, financial, or professional interests could influence your participation. If the outcome could benefit you, your family, your employer, or close associates.
- Even the appearance of a conflict can damage public trust.

How to Recuse:

1. State intention to recuse on the record — clearly and briefly.
2. Step away from the discussion table or leave the room during the agenda item.
3. Do not participate in the discussion, vote, or attempt to influence others in any way.



G.

Adjourn



ANY QUESTIONS?

THANK YOU, PRESENTATION ADJOURNED



MOTIONS CHEATSHEET

Title 2, Chapter 8, Section 140

Updated: 9/25/2025

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Adjourn	"I move to adjourn."	⊘	✓	⊘	⊘	Majority
Recess	"I move that we Recess until..."	⊘	✓	⊘	✓ Only Time & Duration	Majority
Postpone Temporarily	"I move to temporarily postpone the matter."	⊘	✓	⊘	⊘	Majority
Close Debate	"I move to close debate" or "I move the previous question"	⊘	✓	⊘	⊘	2/3
Limit or Extend Debate	"I move to limit the time to __ minutes." or "I move to extend the time by __ minutes."	⊘	✓	✓ Type & Time of Limitations	✓ Type & Time of Limitations	2/3
Postpone to a Definite Time	"I move to temporarily postpone the matter until..."	⊘	✓	Reasons for Postponement ✓ & Date of Reconsideration	✓ Date of Reconsideration	Majority
Refer	"I move to refer the matter to (board, commission, etc.) for..."	⊘	✓	✓ As to Referral	✓ As to Referral	Majority

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Amend	"I move to amend the motion by..."	⊘	✓	✓ If Applied to a Debatable Motion	✓	Majority
Postpone Indefinitely (not for quasi-judicial items)	"I move to postpone the matter indefinitely."	⊘	✓	✓	⊘	Majority
Resume Consideration	"I move to resume consideration of..."	⊘	✓	⊘	⊘	Majority
Reconsider	"I move to reconsider our action to..."	✓	✓	✓	⊘	Majority
Introduce Main Motion	"I move to... (business action)"	⊘	✓	✓	✓	Majority
Special Motions <i>Title 2, Chapter 8, Section 150</i>						
Objecting to Consideration	"I move to reconsider our action to..."	✓	⊘	⊘	⊘	2/3
Suspend Rules	"I move to... (business action)"	✓	✓	⊘	✓ Only Time & Duration	Majority



Board Portal Cheat Sheet

1. Log into the [Board Portal](#).

Agendas

06/11/2025 5:30 PM City Planning Commission Regular Meeting and Joint Work Session with the

06/10/2025 6:00 PM City Council Work Session

06/04/2025 5:30 PM Historic Preservation Commission Regular Meeting Agenda

06/03/2025 6:00 PM City Council Regular Meeting Agenda

2. Select the agenda you wish to review.

← AGENDAS Agendas

3. The packet can be viewed in a separate tab for reference.

Agenda Packet

4. In the portal, select an agenda item to add notes to.

... B. PLEDGE OF ALLEGI... ATTACHMENTS (0) NOTES (0) SPEAKERS (0)

... C. ROLL CALL

5. Notes will save automatically. Notes (Private) Auto Saved

6. View notes through the Notes tab in the bottom toolbar.

NOTES

May 13, 2025 City Council Special Meeting Minutes
07/31/2025 4:47 PM
Don't Forget!

Art on the Avenue 2025 Review and Authorization
07/31/2025 4:47 PM
Here are my notes!

7. Navigate to the item by clicking on the note. Here you can open individual item attachments.

Attachments

Memorandum PDF

City Council Minutes 05-13-25 - DRAFT PDF



Title: Consideration of Title 18 Code Revisions for ADUs
From: Fred Rollenhagen
To: City Planning Commission
Address of Proposal:
Applicant: N/A

November 12, 2025

Proposal:

The Manitou Springs City Council has remanded portions of draft Ordinance No. 1925 concerning ADUs back to the CPC for consideration and recommendation. Council is asking for direction and recommendation on two (2) proposed ADU restrictions.

Zone District:

Background & Existing Conditions:

The CPCs recommendation for ADUs, Occupancy Limits and Parking Restrictions was considered by City Council during its first and second Readings held on 10/07 and 10/21 respectively. During Council's deliberations, they requested staff to prepare additional limitations to ADUs for Council consideration. While most of the draft Ordinance was adopted by Council, they requested that two additional limitations be remanded to CPC for consideration prior to their final decision.

City Council **added** the following limitations during their first and second readings:

1. Prohibit ADUs in front yards by imposing front setbacks equal to the rearmost facade of the primary residence for detached ADUs and equal to the frontmost facade of the primary residence for attached ADUs (Remanded for CPC consideration)
2. Prohibit any loss of covered parking spaces as a result of ADU construction by prohibiting conversion of garages, carports, or other similar covered parking spaces (Remanded for CPC consideration)
3. Prohibit ADUs from being used as short-term rentals (adopted by City Council)
4. Prohibit ADUs on properties that already contain multiple single-family residences, whether conforming or non-conforming (adopted by City Council)

Application Detail:

There are two ADU limitations that City Council has requested CPC review and recommendation before they make a final decision:

1. *"ADUs shall not be located in front yards. The minimum front setback for a detached ADU shall be the rearmost facade of the primary residence. The minimum front setback for an attached ADU shall be the frontmost facade of the primary residence."*



Issues to consider:

Are ADUs acceptable or not acceptable in front yards? Does it matter whether the ADU is proposed in or outside of the Historic District? Is it more acceptable for ADUs to be on the side of the primary residence than the front?

2. "ADUs shall not result in the loss of covered parking spaces. This provision is intended to prohibit the conversion of garages, carports, or other similar covered parking spaces into ADUs."

Some issues to consider:

Should the City prohibit all or any loss of covered parking spaces to ADUs or is some loss acceptable? Is the encouragement of ADU construction/conversion more important than preserving onsite parking? Are certain structures like carports more acceptable to be converted than other structures? Does it make a difference whether the covered parking is located in the front, side, or rear yard? If covered parking is allowed to be converted, is expansion of the structure acceptable?

Public Involvement:

Notices has been published for all public hearings related to these code amendments and no public comments have been submitted. This Agenda item is a public hearing, has been advertised, and the public is encouraged to review and comment on the draft revisions.

Findings & Review Criteria:

Section 18.06.4.1 states that recommendations and approval decisions to the LUDC shall adhere to the following approval criteria:

1. The amendment is not likely to result in significant adverse impacts upon the natural environment (including air, water, noise, stormwater management, wildlife, and vegetation) or such impacts will be substantially mitigated;
2. The amendment is necessary for, or supportive of, the protection of health, safety, and welfare of the community;
3. The amendment is consistent with the Comprehensive Plan and the intent stated in this LUDC;
4. The amendment is consistent with any prior approvals, official plans or policies that apply, and
5. The amendment will not significantly increase nonconformities.

As a note, the City Council, upon approval of Ordinance No. 1925, included an additional "Whereas" acknowledging that, upon considering these criteria, they determined that it would not be met, but that the City Council has determined to adopt these new regulations in order to comply with the requirements of the statewide legislation.



Staff Recommendation:

Motion Language Options:

1. Recommend City Council to approve one or both conditions as presented
2. Recommend City Council to approve one of both conditions with amendments as specified
3. Recommend City Council not include one or both conditions

ORDINANCE

AN ORDINANCE OF THE CITY OF MANITOU SPRINGS, COLORADO, AMENDING CHAPTERS 13 AND 18 OF THE MANITOU SPRINGS MUNICIPAL CODE CONCERNING ACCESSORY DWELLING UNITS, OCCUPANCY LIMITS FOR DWELLING UNITS, AND PARKING RESTRICTIONS FOR MULTIFAMILY RESIDENTIAL DEVELOPMENTS

WHEREAS, House Bill 24-1152 requires local governments that have a population of 1,000 or more and are within a Metropolitan Planning District (an "MPO"), to allow accessory dwelling units ("ADUs") as a use by right, and as an accessory use to any single-unit detached dwelling unit in any zone district that allows single-unit detached dwelling units by June 30, 2025;

WHEREAS, with limited exceptions, House Bill 24-1152 restricts local governments from (1) requiring the construction of a new off-street parking space in connection with the construction or conversion of an ADU; (2) requiring an ADU or any other dwelling unit on the same lot as an ADU to be owner-occupied; and (3) applying restrictive design or dimension standards for an ADU that is not required for the primary dwelling unit on the same lot;

WHEREAS, House Bill 24-1007 prohibits local governments from setting any sort of maximum occupancy limit on a single dwelling unit, unless the limit is based on either a demonstrated health and safety standard, or governmental affordable housing program guidelines;

WHEREAS, House Bill 24-1304 prohibits local governments within an MPO, and at least partially within an applicable transit service area, from enforcing minimum parking requirements for multifamily residential developments, residential adaptive re-use projects, and mixed-use projects with at least 50% residential uses within a transit service area;

WHEREAS, House Bill 24-1304 permits local governments to impose minimum parking requirements of no more than one space per unit for residential developments with 20 or more units, or that contain regulated affordable housing upon a showing (1) that not enforcing the requirement would have a substantial negative impact that cannot be mitigated by other strategies; and (2) that the findings are published and supported by substantial evidence within 90 days of receiving a development application;

WHEREAS, on July 15, 2025, the City Council approved Ordinance No. 1525, which amended the Manitou Springs Municipal Code with the intention to bring the City into immediate compliance with House Bill 24-1152, namely, by permitting ADUs in residential zone districts that allow detached single-family dwellings and by implementing an administrative review process for ADUs;

WHEREAS, the City Council has considered the criteria for amendments to the City's land use regulations set forth in Section 18.06.4.1(D)(7) of the Manitou Springs Municipal Code, and has determined that this particular criteria will not be met, but that the City Council has

determined to adopt these new regulations to comply with the requirements of the statewide legislation set forth in House Bills 24-1152, 24-1007, and 24-1304; and

WHEREAS, the City desires to amend Chapters 13 and 18 of the Manitou Springs Municipal Code to align with these recent State law changes affecting ADUs and minimum parking requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1. Section 13.08.100 of the Manitou Springs Municipal Code is hereby amended to read as follows:

13.08.100 - Extension of service line prohibited.

A. Requirement for Separate Service Line. A separate and independent service line shall be provided for every building, and no connection with the water system shall be made by extending the service line from one property to another property. If any such property is subdivided, each resulting property is required to have its own separate water service line, which line shall be installed at the expense of the owner of the property.

B. Exceptions. Accessory dwelling units, as defined by Section 18.04.3.7, may extend the service line of the associated principal dwelling unit to connect to the accessory dwelling unit. Each unit must be individually metered. The service line must be adequately sized as determined by the City Engineer. All curb stops, including the main curb stop and the residence curb stop, shall be installed as determined by the City Engineer.

Section 2. Section 13.12.070 of the Manitou Springs Municipal Code is hereby amended to read as follows:

13.12.070 - Master metering—Responsibility of landlord.

Master metering shall be permitted of any apartment complex, motel or commercial or office-type building, provided all tenants of such structures rent from the same landlord. In all cases where master metering is permitted of two or more units, the landlord shall be responsible for paying the water and sewer bills. The connection of two or more distinct and separate commercial buildings used for different commercial activities to the same meter is prohibited. Accessory dwelling units must be metered independent of the associated principal dwelling unit.

Section 3. Tables 18.02.2.1-1, 18.02.2.2-1, and 18.02.2.4-1 are hereby revised by the addition of a footnote #3, footnote #2, and footnote #1 respectively to the “Minimum Front Setback – Permanent and Temporary Accessory Structures” headings to read as follows:

Not applicable to ADUs. Pursuant to Section 18.04.3.7(E), “ADUs shall not be located in front yards. The minimum front setback for a detached ADU shall be

the rearmost façade of the primary residence. The minimum front setback for an attached ADU shall be the frontmost façade of the primary residence.”

Section 4. Section 18.03.8.2(A) of the Manitou Springs Municipal Code is hereby amended to read as follows:

A. New Development.

1. All new development shall provide off-street parking and loading areas in accordance with this section.

2. Minimum parking requirements for (a) new multifamily residential development, (b) adaptive reuse projects of an existing building for completely residential purposes, and (c) adaptive reuse of an existing building for a mix of users where at least 50% of the resulting use is residential, do not apply to the areas shown on the Transit Service Area map that is prepared by the Colorado Department of Local Affairs.

3. The City may require more than one parking space per unit for multifamily residential developments with twenty (20) or more units within the Transit Service Area, if supported by findings and substantial evidence showing that not enforcing said requirement will have a substantial negative impact that cannot be mitigated by other strategies, as outlined in House Bill 24-1304.

Section 5. A new Subsection 18.04.3.7 is hereby added to Section 18.04.3 of the Manitou Springs Municipal Code to read as follows:

18.04.3.7 - Accessory Dwelling Unit (ADU).

A. Defined. A subordinate dwelling unit located on the same lot as and attached or detached from a single-family detached dwelling, or single-family attached dwelling that provides basic requirements for living, sleeping, cooking, and sanitation.

B. Use Standards.

Accessory dwelling units is a permitted use on all lots that allow a principal dwelling unit, including without limitation properties that are zoned Planned Development. An accessory dwelling unit shall be subject to the dimensional standards that are established for each zone district or Planned Development with the following exceptions:

1. Number. Only one (1) ADU shall be permitted for each principal dwelling unit on a lot. However, ADUs shall not be subject to density restrictions stated in the applicable dimensional standards table;

2. Size. The ADU shall be no less than two hundred and fifty (250) square feet in habitable space and no more than fifty percent (50%) of the square feet of the principal dwelling unit or seven hundred and fifty (750) square feet, whichever is larger. In no event shall the ADU exceed the square footage of the principal dwelling unit; and

3. Dimensional standards. An ADU shall be subject to the same dimensional standards that apply to principal dwelling units as found in Table 18.02.2.1-1.

C. Density measurements found in Section 18.02.1.4 shall not apply to an accessory dwelling unit.

D. An accessory dwelling unit shall not be permitted for use as a short-term rental as defined under Section 18.04.5.4.

E. ADUs shall not be located in front yards. The minimum front setback for a detached ADU shall be the rearmost façade of the primary residence. The minimum front setback for an attached ADU shall be the frontmost façade of the primary residence.

F. ADUs shall not result in the loss of covered parking spaces. This provision is intended to prohibit the conversion of garages, carports, or other similar covered parking spaces into ADUs.

G. An ADU shall not be located on a lot or parcel of land if that lot or parcel of land contains more than one single family residence.

H. A water tap fee, and a sewer tap fee of ½ the respective water and sewer tap fees for a single-family residence shall be paid to the city for an accessory dwelling unit prior to issuance of a building permit. Should the property on which the accessory dwelling unit is located is subdivided so that the accessory dwelling unit is located on a lot separate from the primary residence, separate water and sewer service lines running from the accessory dwelling unit to the water and sewer mains shall be required and new full single-family residential water and sewer tap fees shall be paid to the City.

Section 6. Table 18.04.2.5-1 in Section 18.04.2.5 of the Manitou Springs Municipal Code is hereby amended by the addition of "Accessory Dwelling Unit" under the "RESIDENTIAL USES" category immediately after "Mobile or Manufactured Home Park." Additionally, the designation "A" shall be entered next to the Accessory Dwelling Unit category under the columns for GR, LDR, and HLDR zone districts to read as follows:

Table 18.04.2.5-1: Table of Allowed Uses					
Use Category	Use Type	GR- General Res	LDR- Low Density Res	HDR- High Density Res	HLDR- Hillside Low Density
Household Living	Accessory Dwelling Unit	A	A		A

Section 7. Subsection A of Section 18.04.5.4 of the Manitou Springs Municipal Code is hereby amended to read as follows:

Defined. The rental of a dwelling unit, or a portion thereof, that is rented for the purpose of lodging for terms of not less than one (1) day and not more than twenty-nine (29) days, also known as a vacation rental. An accessory dwelling unit, as defined under Section 18.04.3.7, shall not be used as a short-term rental.

Section 8. Section 18.04.24.1(A)(5) of the Manitou Springs Municipal Code is hereby amended to read as follows:

Accessory structures, other than legal accessory dwelling units, may not include any sanitary or kitchen facilities.

Section 9. A new Subsection 7 is hereby added to Section 18.06.4.11(B) of the Manitou Springs Municipal Code to read as follows:

The construction or alteration of an accessory dwelling unit as defined under Section 18.04.3.7.

Section 10. The definition of "Household" in Section 18.07.3 of the Manitou Springs Municipal Code is hereby amended to read as follows:

Household – The number of persons occupying each dwelling unit shall not exceed the maximum permitted by the applicable adopted building or safety code, the Housing Habitability Code, or by any applicable state or federal law or regulations, or by affordable housing guidelines applicable to the dwelling unit.

Section 11. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 12. This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 13. This ordinance shall take effect five (5) days after publication following final passage.

Passed on first reading and ordered published this ____ day of _____ 2025.

City Clerk, Elena Krebs

A Public Hearing on this ordinance will be held at the October 21, 2025, City Council meeting. The City Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: _____, 2025. (in full)

City's Official Website and City Hall

Passed on second reading and adopted by Council this ____ day of _____ 2025.

Mayor, John Graham

Attest: _____
City Clerk, Elena Krebs

Published: _____, 2025 (in full)
City's Official Website and City Hall



Title: LUDC updates - density, height, variance criteria
From: Fred Rollenhagen
To: City Planning Commission
Address of Proposal:
Applicant:

November 12, 2025

Proposal:

At the end of the last work session, the CPC agreed that it would be helpful to see examples of density limits from other similar communities. While it is a bit difficult to compare "apples with apples", the attached comparisons show what other similar-type communities have for their density allowances in commercial and mixed-use-type zoning districts. It should be noted that each community adopts zoning and land use regulations to respond to specific and local issues, and it is not always easy to compare community codes in an "apples to apples" comparison. Staff will provide this information and discussion topics for Variances during the work session.

Zone District:

Background & Existing Conditions:

Application Detail:

Public Involvement:

Findings & Review Criteria:

Staff Recommendation:

Motion Language Options:

Community Comparison of densities and dimensional allowances for Commercial and Mixed Use-type zoning districts where multi-family uses are allowed

Estes Park

Downtown Commercial (CD)

Density: 2250 sq ft per unit (19 du per acre) on first floor, no min land area for units on upper floors

Max bldg. height: 42'

Accommodation (A)

Density: 5400 sq ft(?) (8 du per acre) per unit

Max bldg. height: 30'

Woodland Park

Central Business District (CBD), Service Commercial (SC), Community Commercial (CC), Neighborhood Commercial (NC)

Density: No specific restriction

Max bldg. height: 35'

Multifamily urban residential (MFU)

Density: no specific restriction

Max Bldg. height: 30'

Salida

RMU

Density: 2734 sq ft (15/16 du per acre) per unit

Max bldg.. height: 35'

Buena Vista

Commercial and high-density residential districts

Max lot coverage: 75%

Max bldg. height: 30 – 35'

Leadville

Retail Core, commercial and retail/residential districts

Max bldg. height 35'

40 – 60 du per acre, commercial; 20 du per acre

Durango

Central business dist, business park, mixed use
arterial, high-density residential: 24 – 42 du per acre

Fountain

Residential/mixed use, Mixed use
35 – 40' max bldg. height
16 du per acre